

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Finance Inventory Clerk

POSITION NUMBER: ON GOING

NOTE: Sections in the box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School Diploma or GED equivalent required. (**Documentation must be attached to application**)
- ☐ One (1) year of accounting courses at accredited college preferred.

SKILLS:

- ☐ Must have good written and oral communication skills.
- ☐ Must have good math skills. (**Test required**)
- ☐ Ability to perform daily and month end inventory.
- ☐ Excellent organizational and filing skills.
- ☐ Must be computer literate with the ability to learn computer program for inventory reports. (**Test required**)
- ☐ Must be able to accurately complete assigned tasks with minimal supervision.

EXPERIENCE:

- ☐ Minimum of one (1) year work experience dealing with inventory recording, tracking and reconciling preferred.
- ☐ Minimum one (1) year experience utilizing Microsoft programs, i.e., Word, Excel, Access, etc.

OTHER REQUIREMENTS:

- ☐ Must be able to work irregular hours as necessary to complete inventory.
- ☐ Must be available to work an shift: days, nights, weekends, and/or holidays.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
- ☐ Must successfully complete and pass a National Indian Gaming Commission background investigation.
- ☐ Must be able to obtain a Class III certification, and be licensed, with the Washington State Gambling Commission and the Tulalip Tribal Gaming Agency.
- ☐ Must be able to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have successful employment history with Tulalip Tribes and/or other entities.

Physical Characteristics and/or Prerequisites:

- ☐ Ability to stand and/or sit for extended lengths of time.
- ☐ Tolerance to work in a smoke filled environment.
- ☐ Manual and finger dexterity for routine paperwork and use of computer.
- ☐ Ability to reach, bend, and lift 20 lbs. on a regular basis.
- ☐ Mobility to climb stairs and ladders on a regular basis.

Tribal Department: Finance

Employee Classification: Non-exempt

Job Summary: Performs daily, monthly and yearly physical inventories of Current and Fixed Assets. Independently confirms, tracks and reports the status of Assets. Assist in maintaining manual and computerized systems for Inventory and Fixed Asset control.

Employee Reports To: Staff Accountant or designee

Extent of Job Authority: To act as the Inventory Clerk representing Finance in accordance with the both Casinos and the Bingo Facility.

Specific Duties Performed:

1. Performs physical inventories daily, monthly and yearly of the various inventories, gaming supplies and Fixed Asset of both Casinos and the Bingo facility.
2. Create and maintain records electronically and manually to reconcile physical versus expected.

3. Reconcile physical count variances.
4. Provides the Controller with copies of reconciled daily and monthly inventory reports.
5. Confirm and record the movement of assets through counting, tagging and maintaining accurate movement records.
6. Document through photographing and logging the existence or condition of current and long-term assets.
7. Copy, file and assist in accurately maintaining the asset files.
8. Assist outside auditors, TGA and Casino/Bingo employees as directed by supervisor.
9. Assure compliance with Tribal, TGO and departmental policy.
10. Perform other special projects and/or duties outlined by immediate supervisor.

Terms of Employment: This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

Pay Range: \$12.72 per hour

Opening Date: On Going

Closing Date:

Please return your completed application, to the 2nd floor receptionist, by the closing date and time, to the Tulalip Casino at 10200 Quil Ceda Blvd. Tulalip, WA 98271.